

Reforms	Implementation	Implementation Status				Schedule	Supporting Documents
		Staff	Rules	Council	Complete		
<b>Public Information Reform #4</b> – A detailed accounting of all City contracts and expenditures of \$1 million or more shall be made available to the City Council and public, on-line, no later than 2 weeks prior to being heard. Otherwise, a 2/3 majority vote of the Council would be required to hear an item that was received less than 2 weeks prior to the hearing.	<p>Staff developed an early distribution process whereby memos that meet the above criteria will be distributed via Information Memos on the Tuesday, 14 day prior to the relevant Council/Board Meetings. This approach will require that staff verbally note for the Rules Committee, when reviewing the agenda, which items were distributed in the early distribution packet; and, further, that the Rules Committee confirm that the items distributed early be placed on the final agenda.</p> <p>In addition, staff has incorporated cost summary templates in the Cost Implication section of the Council/Board Memo Formats to be used for both construction and professional services. This will address the direction to include a detailed accounting of these expenditures for the Public and Council. The early distribution packet will also be posted on-line, upon approval of the final Council Agenda (13 days prior to the Council Meeting.)</p> <p>In cases where there is not a quorum for a 2/3 majority vote or if an item is not approved to be heard, staff is requesting that Council provide the disposition of the item and either refer the item back to the Rules Committee for placement on a future agenda or defer the item directly on a future agenda.</p>				■	Completed (June 2006)	<a href="http://www.sanjoseca.gov/clerk/CommitteeAgenda/Rules/062106/Rules062106_G4.pdf">http://www.sanjoseca.gov/clerk/CommitteeAgenda/Rules/062106/Rules062106_G4.pdf</a>
<b>Public Information Reform #7</b> - Disclose statistical information on complaints received through the Fraud and Audit Hotline, excluding names and any other confidential information. This information should be reported to the Council.	<p>On August 29, 2006, staff presented the City Council with the first statistical report on the one-year pilot program for the City's Fraud and Audit Hotline. The report contains information on concerns received from City employees and the public that include violation of City Policy, theft, fraud, customer service, safety, or other legal and compliance issues. The pilot program ended July 31, 2006.</p>				■	Completed (August 2006)	<a href="http://www.sanjoseca.gov/clerk/Agenda/082906/082906_03.04.pdf">http://www.sanjoseca.gov/clerk/Agenda/082906/082906_03.04.pdf</a>

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<p><b>Public Information Reform #8</b> - Require Council member and appointee Fair Political Practices Commission Statements of Economic Interest (FPPC Form 700) filings (after redacting personal contact information) and Conflict of Interest declarations to be posted and indexed online, including all conflicts outside of the City of San José's jurisdiction.</p>	<p>The City Clerk has negotiated and executed a contact agreement with NetFile to enable online filing and viewing of Statements of Economic Interest, the City's Family Gift Report and the new Conflict of Interest Declaration submitted by the Mayor, Councilmembers, Appointees and Planning Commissioners. Staff anticipates an implementation target date of December 2006 for scanning, posting, and linking on-line forms on file in the Office of the City Clerk.</p> <p>Training for mandated filers for online filing of conflict of interest forms is expected to occur early March 2007. (This reform is closely linked to <b>Public Information Reform #9</b> below.)</p>	<ul style="list-style-type: none"> <li>■</li> </ul>				December 2006 - March 2007	
<p><b>Public Information Reform #9</b> - Any Council member or board/commission member claiming a conflict of interest on a vote must publicly disclose the basis of the claim by filing a conflict of interest declaration with the City Attorney and City Clerk 24 hours prior to start of the council meeting at which the item will be heard.</p>	<p>The City Attorney's Office has drafted both a policy for disclosing a conflict of interest 24 hours in advance of a public meeting and a standardized declaration form which will be brought forward to the City Council for approval mid-November. The reform will require Councilmembers to complete review of all council items and submit conflict of interest declarations to the City Clerk's office 24 hours before council meetings to ensure conflicts have been identified. The City Council took action on May 23, 2006 to expand this requirement to all Boards and Commissions.</p>	<ul style="list-style-type: none"> <li>■</li> </ul>				November 2006	

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<b>Public Information Reform #10</b> - Disclose the calendars of the Mayor and Councilmembers quarterly, redacted for personal information.	<p>The calendar of the Mayor, City Council, and City Manager were posted on-line October 2006 for the time period of July, August, and September 2006. At the end of each quarter, each office outputs their daily calendar to a PDF file, which is posted on the City's website. The calendars can be accessed through links on the City Council homepage and the City Manager's homepage. The calendars excludes purely personal or social events at which no city business is discussed and that do not take place at City Offices or at the offices or residences of people who do substantial business with or are otherwise substantially financially affected by actions of the city. The Information Technology department developed the process using existing technology.</p> <p>The Sunshine Reform Task Force has discussed calendar disclosure and may recommend changes to the existing system.</p>	■				Completed (October 2006)	

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<b>Public Information Reform #11</b> - Establish criteria that can be used by the Rules Committee to determine if an item is of "significant public interest" and requires additional notification or public outreach consistent with definitions and procedures outlined in City Council Policy 6-30 "Public Outreach Policy for Pending Land Use and Development Proposals."	<p>Staff has developed broad criteria for items of Significant Public Interest, which are to be used to define such items:</p> <ol style="list-style-type: none"><li>1. Criteria 1: Requires Council or board action on the use of public funds equal to \$1,000,000 or greater;</li><li>2. Criteria 2: Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City*</li><li>3. Criteria 3: Consideration of proposed changes to service delivery, program, staffing that may have impacts to community services and have been identified by staff, Council/Board or a community group that requires special outreach.</li></ol> <p>Staff has developed a matrix that summarizes the additional notification that would be required for future Council items that meet one or more of the above criteria. The Public Outreach section of the Council Memo Format has been revised to include a description of the additional notification that would be needed for the item. (There is a problem applying Council Policy 6-30, which is site specific to City-wide issues.)</p>				■	Completed (June 2006)	<a href="http://www.sanjoseca.gov/clerk/CommitteeAgenda/Rules/062106/Rules062106_G4.pdf">http://www.sanjoseca.gov/clerk/CommitteeAgenda/Rules/062106/Rules062106_G4.pdf</a>

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<p><b>Public Information Reform #12</b> - Post the City Council Policy Manual online.</p>	<p>After conducting a comprehensive review of City Council policies, staff returned to the October 11, 2006, Rules Committee with a proposed framework for updating over 120 policies contained in the City Council Policy Manual. Staff recommended that the first policy to be reviewed was Council Policy 0-1 <i>Council Policy Manual</i>. On October 18, 2006, Rules Committee approved revisions to Council Policy 0-1 <i>Council Policy Manual</i>. Staff is scheduled to return to Rules Committee in November 2006 with a list of the remaining policies grouped in three categories: Revise, Validate, and Rescind and the timeframe for review of each policy by the Rules Committee. In July 2006, the Office of the City Clerk released an RFQ to scan, convert to Microsoft Word, codify, and host an on-line version of the Council Policy Manual. Subsequently the contract was awarded to <i>Municipal Code Corporation</i> in the amount of \$28,000. The codification began November 1, 2006, and is estimated to be completed by February 2007.</p>	<p>■</p>				Early 2007	<p><a href="http://www.sanjoseca.gov/clerk/CommitteeAgenda/Rules/101106/Rules101106_11.pdf">http://www.sanjoseca.gov/clerk/CommitteeAgenda/Rules/101106/Rules101106_11.pdf</a></p> <p><a href="http://www.sanjoseca.gov/clerk/CommitteeAgenda/Rules/101806/Rules101806_11.pdf">http://www.sanjoseca.gov/clerk/CommitteeAgenda/Rules/101806/Rules101806_11.pdf</a></p>

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<p><b>Neighborhood Participation Reform #2</b> - Provide an annual city-wide budget briefing followed by 4 budget hearings throughout San José, in order to encourage greater community contribution to established City priorities. Appropriate consideration shall be made to ensure that meetings are accessible to the residents of San José in relation to the time, date, and location of the hearings.</p>	<p>The 2006-2007 Proposed Operating Budget was released on May 1, 2006. Study sessions were held in May and were open to the public. A Budget Study Session was held in March and four public hearings were held in June. To implement this reform staff conducted six additional public meetings at community locations in May and early June 2006. Three of these meetings were advertised in local English, Spanish, and Vietnamese media. Three additional budget presentations were given to NAC leaders, SNI PAC, and at the Sikh Temple in Evergreen. The meetings were held at the following locations:</p> <ul style="list-style-type: none"> <li>• Saturday, April 29, noon – 3pm, City Hall Council Chambers, Council District 3</li> <li>• Saturday, May 6, 11am – 1pm, Almaden Winery, Council District 10</li> <li>• Monday, May 15, 6:30 – 8:30pm, Shirakawa Community Center Council District 7</li> <li>• Tuesday, May 23, 6:30 – 8:30pm, West San Jose Community Center, Council District 1</li> <li>• Monday, June 5, 7:00 – 8:00pm, Santa Teresa Library, Council District 2</li> <li>• Monday, June 12, 5:30 – 6:30pm, City Hall Council Chambers Council District 3</li> </ul> <p><u>The cost to the City for advertising these meetings was \$2,500.</u></p>				■	Completed (June 2006)	
<p><b>Neighborhood Participation Reform #3</b> - Require the City Council and Redevelopment Agency to hold Public Priority Setting Hearings in the beginning of odd years to coincide with City Council member appointments to standing committees.</p>	<p>The Council does not currently hold formal public priority setting hearings. Staff conducts new Councilmember orientations whereby new Councilmembers are briefed on CSA priorities. To implement this reform staff would model a Policy Priority Setting Session based on CSA briefings that newly elected Councilmembers receive upon entering office and align the Session with the budget process. Staff will hold internal meetings in the fall to begin planning for the policy priority session. Staff intends to bring a proposal to Council in November/December timeframe. Staff recommends utilizing a professional facilitator to guide the discussions during these meetings and identifying ways to link to the budget process.</p>	■				Fall/Early 2007	

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<b>Neighborhood Participation Reform #4</b> - Require notification to City commissions when items originating in the commission are being heard by the Council.	To implement this reform staff has updated the Council Memo Format and Yellow submittal form to reflect Commission Coordination. Departments will be required to fill out the form and to note in the Coordination Section of the Council Memo the commission notification that took place.				■	Completed (June 2006)	
<b>Neighborhood Participation Reform #5</b> - Expand the speaking time from 2 minutes to 4 minutes for "Neighborhood Group or Community Association Designees" (City Council Policy 6-30) or those subject to an eminent domain action, clarify the speaking time allowed to a representative from an advisory commissions, and create a strategy to address recently identified challenges to public participation for those with disabilities.	The Council Rules of Conduct Resolution gives the Mayor the discretion to set the time limits. Cities generally strive to give all persons equal time, with the exception of an applicant or appellant in a land use matter. Staff is evaluating the best practices of other cities and will bring forward a recommended time to establish new speaker time limits and update brochures, speaker cards, and other information provided to the public on the participation process as appropriate. <i><b>This item is currently being considered by the Sunshine Reform Task Force.</b></i>	■				February 2007	
<b>Government Accountability Reform #3</b> - City Manager and Department Staff Reports for expenditures of \$1 million or more and "Significant Public Interest" agenda items shall provide the following: (a). a new section entitled, "Policy Alternative Recommendations" that lists all the viable city staff options that have been discussed, but were not recommended by the City Manager or Department staff; (b). a brief description of the reasons the alternative was rejected, (c). a cost-benefit analysis and economic impact report to include, but not limited to, the following: how the expenditure aligns with and affects the City's policy goals, fiscal priorities, long term strategy, and economic development goals and priorities.	Staff has revised the current Council Memo Format to include new sections on Policy Alternatives and Fiscal/Policy Alignment and provided training to the organization in June - July with implementation in August. The Redevelopment Agency will mirror this memo format. The Policy Alternatives section includes a full description of the alternatives explored and the pros and cons of each, as well as why staff is making their recommendation. Staff is required to provide information on how expenditures and policy decisions align with the City's overall policy goals, fiscal priorities, and economic development strategy as well as any cost-benefit and economic impact information. This section will be based on such guiding principles found in the City's General Plan, Economic Development Strategy, overall Budget Strategy and Redevelopment Plans and Implementation Plans and other existing guiding principle documents.				■	Completed (June 2006)	<a href="http://www.sanjoseca.gov/clerk/CommitteeAgenda/Rules/062106/Rules062106_G4.pdf">http://www.sanjoseca.gov/clerk/CommitteeAgenda/Rules/062106/Rules062106_G4.pdf</a>
<b>Government Accountability Reform #4</b> - Require every Staff memo to have a City staff contact for public questions.	The City Manager's Office has issued new instructions to the Administration on the "signature block" format. The new requirement includes information on the City staff contact's name, title, and telephone number.				■	Completed (June 2006)	

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<b>Public Information Reform #2</b> - Establish a single City of San Jose's Master Online Calendar where all city activities, events and meetings of committees, boards, commissions and advisory bodies and events are posted (Public Information Reform #2).	<p>As part of operational improvements at City Hall, staff has procured a new reservation system which includes a master calendaring component. The new technology will provide users with the capability of searching for a meeting by date, meeting title, meeting subject and location. In addition, the technology will allow users to "subscribe" to a particular meeting so that changes and updates would be automatically emailed. The following timeline has been established for implementation of the technology element of this plan.</p> <table><tr><td>Mid August</td><td>Vendor Selection &amp; contract Negotiations</td></tr><tr><td>December</td><td>Configuration &amp; Testing</td></tr><tr><td>January</td><td>Training &amp; Implementation</td></tr></table> <p>Staff has established criteria to define which meetings should be included on the Master Calendar. In doing so, we considered the City Council's desire to be as broad and inclusive as possible, and the Council-approved e-Government policy that establishes guidelines to ensure that the City maintains the ability to control content on its own website. The e-Government policy was adopted in recognition of the fact that opening the City's website to a broad range of content by or links to other organizations can potentially transform the website into a public forum. As a public form, anyone would have the right to post information and links on the website and, if denied that right, might subject the City to a claim of discrimination.</p> <p>Similarly, a Master Calendar that includes community events that do not have a direct connection to the City or a stated City policy or purpose, may pose the same risks. The following meetings would be included on the calendar:</p>	Mid August	Vendor Selection & contract Negotiations	December	Configuration & Testing	January	Training & Implementation					August – January 2007	
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<p><b>Public Information Reform #2 (cont'd)</b> - Establish a single City of San Jose's Master Online Calendar where all city activities, events and meetings of committees, boards, commissions and advisory bodies and events are posted.</p>	<ul style="list-style-type: none"> <li>• <u>Official City Meetings</u> – In addition to City Council and Council Committee meetings, this category includes meetings of City Boards and Commissions, as well as any other entity that is formed as a result of Council action.</li> <li>• <u>Other City Meetings</u> – Meetings led by City Staff to gather input from residents and businesses in the development of City policies and proposed actions.</li> <li>• <u>Other Public Meetings</u> – Meetings held by non-City elected officials who are holding their meeting in a facility owned and operated by the City.</li> <li>• <u>City Events</u> <ul style="list-style-type: none"> <li>○ Ground breakings and dedications: <ul style="list-style-type: none"> <li>▪ when the project is funded all or in part by the City or SJRA</li> <li>▪ when the project is funded by another public agency but benefits the City of San Jose.</li> </ul> </li> <li>○ Neighborhood events – when supported by some city funds.</li> <li>○ Candidate Forums –when held in a city-owned and operated facility and all candidates are invited to participate.</li> </ul> </li> </ul> <p>Budget Impact – The cost for the software was \$30,000. As part of the implementation process, staff will develop additional budgetary information to address funding for on-going maintenance as well as staff resources necessary to manage the master calendar function.</p> <p>The Sunshine Reform Task Force reviewed and approved the staff recommendation at its August 3, 2006 meeting.</p>					August – January, 2007	